



# Eudora 4.x

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## Introduction

Eudora is a course created for CAL PACT participants to learn more about the features of Eudora. The course covers simple introductory material and applies to both the Windows and Macintosh computer platforms. This document serves as a supplement and future reference to the class. Not all material in this documentation will be covered in the class.

### Skills needed to take this class

- How to use the mouse
- How to use the Macintosh or Windows computing environment

### Skills and concepts learned in this class

- What is Eudora?
- Configuring the settings
- How to use Eudora to check and send mail
- How to organize mail with mailboxes
- Signatures
- Sending and receiving files as attachments

### Other skills and concepts in the document (may not be covered in class)

- Creating recipient lists
- Creating nicknames/aliases
- Creating a vacation message
- How to automatically sort mail with filters

### Conventions used in this document

Menus and menu commands are separated by a vertical bar (|). In the document they will appear as **Menu | Command**. An example of this is “Select **File | New...**”

## What is Eudora?

Eudora is a full featured Windows or Macintosh application that allows users to communicate with each other by sending and receiving electronic messages. In addition to sorting mail, Eudora can send and receive formatted documents such as word processing or graphic files as attachments.

### Why use Eudora over a UNIX mail program like Pine?

In a UNIX environment, mail is saved on the server and a constant connection to the server is needed to send and read mail. This results in a heavy load and decreased performance on the server machine. Eudora operates differently using the Post Office Protocol (POP). Incoming mail arrives at the POP server, where it waits for Eudora to pick it up. When checking mail, a temporary connection is established - Eudora never truly logs into the server. All of the mail is downloaded and saved on the computer's disk drive or network drive. When mail needs to be sent, another connection is established with the server. This results in a decreased load on the server machine; the server operates faster and more efficiently.

## Getting Started - Configuring the Settings

To use Eudora for the first time, edit the configuration so that Eudora knows the e-mail account to retrieve and send the mail from. To customize the configuration, select **Tools | Options...**. On some versions (i.e. the Macintosh version), select **Special | Settings...**. Accessing the setting will cause a dialog box to appear on the screen.

The setting screen is divided into two portions. On the left side, all of the various categories are defined. Selecting one of the categories on the left side will cause the associated setting options to appear on the right.

To begin, select the Getting Started category. Type in your login in the Login Name field (Ex. for the e-mail address: calpact@tuna.berkeley.edu, the login name would be calpact). Enter the rest of the e-mail address information into the Mail Server field (Ex. tuna.berkeley.edu).



*Note: most account names are lower-case, and many POP servers are case-sensitive,*

*and will consider the correct password invalid if the pop account is not entered in lower-case!*

Entering information in the Real Name: field will cause Eudora to add that information in the outgoing e-mail messages. This does not affect the e-mail account, it is only used as extra information for people reading the mail.



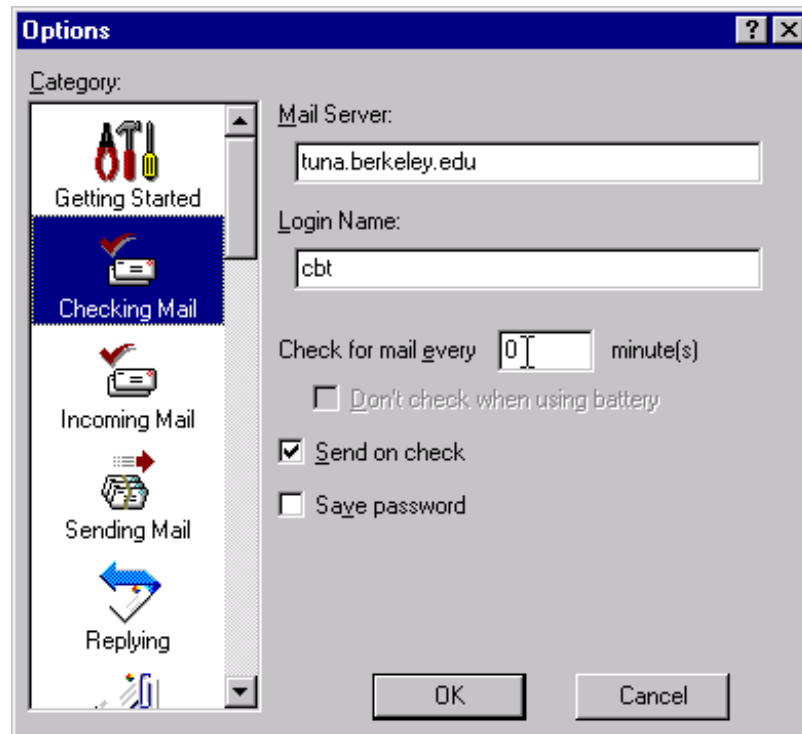
## **Advanced Settings for Eudora**

### **Auto-Checking Mail**

Eudora has the ability to automatically check for mail at set intervals. This feature can be set from the Checking Mail category. Enter the number of minutes to have Eudora automatically check for new e-mail. Entering 0 will cause Eudora to only check mail when the Check Mail command is selected. Remember that Eudora can only check mail if the program is open. Eudora can be minimized or kept in the background while working on other programs.

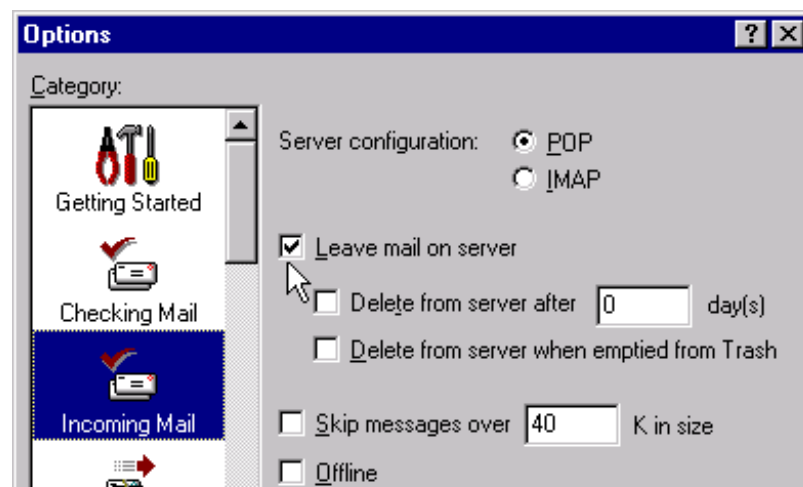
### **Save Password**

Unless the computer is kept in a secured area where no one can access it, it is a good idea to leave this option off. If it is on, anyone can launch Eudora and download new mail.



### Leave Mail on Server

Another option available under Incoming Mail is to leave mail on the server. Selecting this option will cause Eudora to leave any mail on the server machine. Each time Eudora checks mail, only the new messages will be downloaded. This is useful for reading mail from two separate machines or from Eudora and a UNIX mail program. For most people, it is better to leave this option off so that the mail does not build up on the server. If mail is left on the server, choose one of the options underneath to delete the mail after a set amount of days or to delete the mail when it is emptied from the Trash mailbox.



## Domain to add to unqualified addresses

This is a very useful setting to adjust under the Sending Mail category. A majority of mail is predominately sent within the Berkeley campus to various servers like uclink.berkeley.edu, cafe.berkeley.edu, etc... To save time, by entering "berkeley.edu" in this field, Eudora will automatically add in this information to any unqualified e-mail address. An unqualified address is any e-mail address that is not complete. Therefore, all server names within the Berkeley campus can be abbreviated to uclink, cafe, etc...

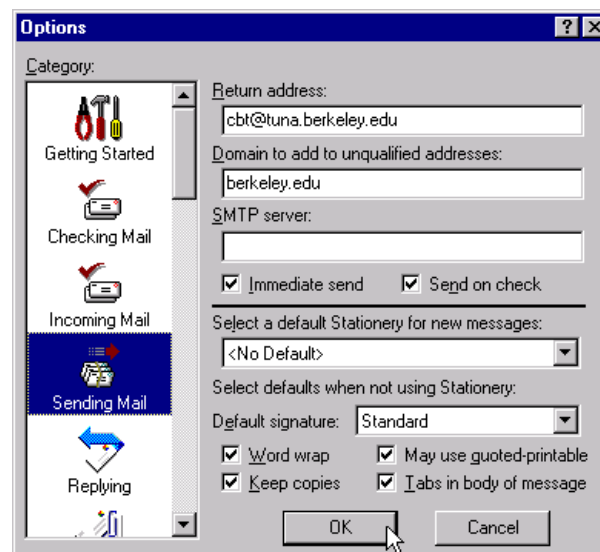
## SMTP Server

The SMTP server is the machine that processes all of the sent mail requests. This can be different from the server that houses the actual e-mail account. If the SMTP server field in the Sending Mail category is blank, the default e-mail account server will be used to sent mail. In certain instances when the server is unavailable, it is possible to still send e-mail even though it is not possible to check for new mail. In the SMTP server field, enter the name of a different machine. Now all outgoing mail will be processed by a different server. Remember to change the SMTP server back to the original setting after the e-mail account server is available again.

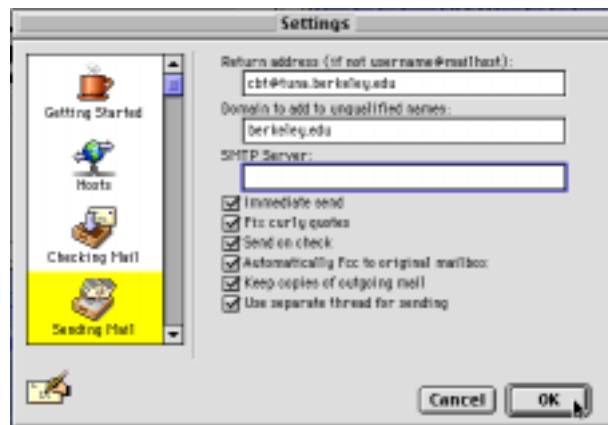
## Keeping Copies

To keep a record of correspondences, set this option under the Sending Mail category and a copy of all out-going mail will be kept in the Out mailbox.

For Windows:



For Macintosh:










## Replying

When replying to mail, Eudora by default only replies to the sender of the mail. To change between reply and reply all for one message only, hold down the **shift** key (for Windows) and the **option** key (for Macintosh) when choosing the Reply command. The default action can be changed under the Replying category. If the Reply to All option is selected, by default a reply to a message will reply to everyone. Otherwise, Eudora will reply to only the sender by default.

## The Eudora Toolbar











The Eudora toolbar provides many quick shortcuts to commonly used commands. Below is a summary of the toolbar commands.

	Delete: Selected messages will be moved to the Trash mailbox.
	Out Mailbox: Opens the table of contents for the Out mailbox.
	In Mailbox: Opens the table of contents for the In mailbox.
	Check Mail: Checks for new mail.
	New Message: Opens a window to compose a new message.
	Reply: Replies to selected messages.
	Forward: Forwards selected messages.
	Redirect: Redirects selected messages.

	Open Previous: Opens the previous message to read.
	Open Next: Opens the next message to read.
	Attach File: Attaches files while composing messages.
	Check Spelling: Checks spelling while composing messages.
	Address Book: Opens the Address Book window.
	Print: Prints the selected messages.
	Help: Opens help topics for items clicked on.

## Eudora Message Toolbar

When composing a message, the message window has an additional toolbar providing quick access to common message options. Below is a summary of the toolbar options.

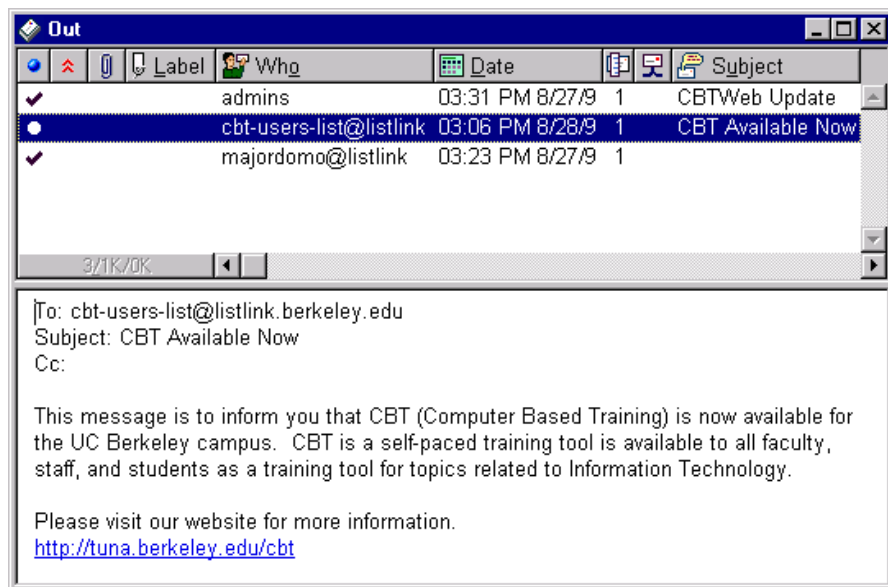
	Priority: Sets the priority of the message. The priority setting is viewable by other Eudora users.
	Signature: Sets the signature to append to the message. (Most commonly used to contain information found on business cards.)
	Encoding: Defines the type of encoding to use with messages.
	Quoted-printable: Uses MIME quotes-printable if necessary. Recommended to always be on.
	Text as Attachment: Includes text file as separate attachment, not in the body of the message.
	Word Wrap: Wraps long lines in the body of the message.
	Tabs in Body: Using the tab key inserts spaces in the message.
	Keep Copies: Copies of the message are stored in the Out mailbox when the message is sent.
	Return Receipt: If the message is sent to a cooperating server, a return notification will be sent to notify that the message was sent.
	Send: Sends the message or queues the message for sending.

## Using Eudora to Check and Send Mail




### Checking and Reading Mail


To collect new mail, select **File | Check Mail** or use the toolbar button. Eudora will ask for the account password and then log in to the POP server to see if any new mail is waiting to be downloaded. A listing of new mail will appear in the table of contents of the "In" mailbox window.

All mailboxes will appear with a split screen. The upper portion will contain a list of your e-mail messages for that particular mailbox. The lower portion will allow you to preview a message before reading it. To read a message, double-click on it. A window will appear with the text of the message, along with a header saying whom it is from, the subject, when it was sent, etc.



The headers are used to signify the status of messages.

- The  column signifies the status of the message. Unread messages are marked with a bullet (•), forwarded messages are marked with a F (for Windows) and a right arrow (for Macintosh), and messages marked with a R (for Windows) and a left arrow (for Macintosh) have been replied to.
- The  column signifies the priority of the message. This is an option that can be set between Eudora users only. Priorities will be shown as upward or downward pointing arrows.
- The  column signifies attachment(s) included with the e-mail message.

- The Who column signifies the sender of the mail.
- The Date column signifies the date and time of the message.
- The  column signifies the size of the message in kilobytes.
- The Subject is the subject of the mail message as defined by the sender.

To quickly sort the mail in the table of contents, click on any of the column headers and the mail will be sorted by that category. To resize the column width, place the mouse between two column headers and the mouse pointer will change to a line with double headed arrows. Click and drag to resize the column to the left.

### Sending Mail

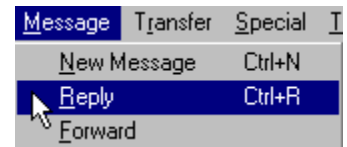
To send a message, select **Message | New Message** or use the toolbar button. A new composition window will appear with the blinking cursor situated in the header in the To: field. An explanation of the header fields is given below. Fill in the fields with the necessary information and compose the body of the message. After finishing the message, click on the Send button.



Field	Function
To:	The recipient of the message. Multiple recipients can be entered by separating the e-mail addresses with commas.
From:	The sender of the message. This is your e-mail address.
Subject:	The subject of the message.
Cc:	Carbon Copy. Use this field to send someone a copy of the e-mail message.
Bcc:	Blind Carbon Copy. Use this field to send a copy of the message to a person without having their address listed in the message.
Attachments:	A listing of the files that have been attached to this message. There can be more than one.

## Replying to Mail

To reply to an open message or a message selected in the table of contents, select **Message | Reply** or use the toolbar button.



Eudora will create a new message window with the text of the original message included if this option is set. The address of the sender will automatically be inserted in the "To:" field. To reply to all recipients of an e-mail, hold down **shift** (for Windows) or **option** (for Macintosh) when selecting the reply command. Unlike UNIX and Pine, Eudora supports the use of a mouse to select and delete areas of text.

## Deleting Messages

Highlight the message in the In mailbox (or any other mailbox) window and select **Message | Delete** or the toolbar icon. Eudora will transfer the message into the Trash mailbox. As a precaution, the message is not really deleted. Messages accidentally deleted can be retrieve from the Trash mailbox by highlighting the message and transferring it to another mailbox.

Periodically the Trash mailbox needs to be emptied because it will become full of old e-mail messages. These old messages still occupy hard drive space. To empty the trash, select **Special | Empty Trash**.

## Creating Mailboxes and Transferring Mail

By default, Eudora is configured with three mailboxes: In, Out, and Trash.

**In** is where Eudora stores incoming mail.

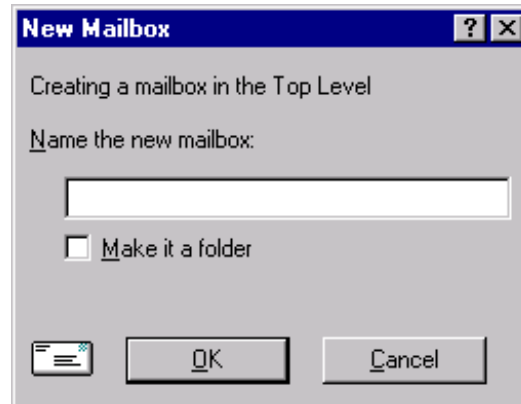
**Trash** is where Eudora stores deleted messages.

**Out** If copies of outgoing mail are saved (this is an option set in the Sending Mail category of the settings), they will be saved here.

New mailboxes can be created to organize messages. Select **Mailbox | New** and type in a name for the new mailbox. To view the messages in a mailbox, select the mailbox name from the **Mailbox** menu. To further organize mail, multiple mailboxes can be organized into folders. To create a folder, select **Mailbox | New** and type in the name



of the folder. Remember to check the box marked make it a folder. To create new mailboxes in the folder, select **Mailboxes | Folder Name | New...**

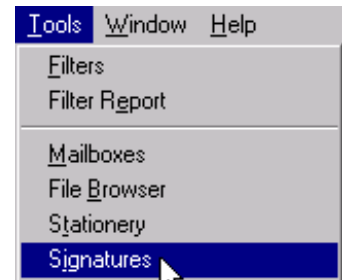


Mail can be transferred at any time between mailboxes by highlighting the message(s) and choosing another mailbox from the **Transfer** menu.

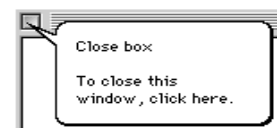
## Signatures

A “signature” is a brief message automatically added by Eudora to the end of outgoing messages. Usually it consists of a few lines giving the sender’s name and e-mail address. Other pertinent details such as phone number, postal address, or place of employment may be included as well.

Eudora supports multiple signatures - each signature will have a user defined name. To create a signature, select **Window | Signature**. A blank Signature window will be displayed. Type in the signature text in this window. To finish, close the Signature window. Do this by double-clicking on the icon in the left-hand corner of the window, or by using the “X” in the top right hand corner of Windows 95/NT systems. Save the changes made to the signature. Repeat the procedure to alter any of the signature information.

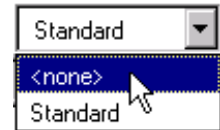


Using a Macintosh: To finish, close the Signature window. Do this by single-clicking on the square in the left-hand corner of the window. To save the changes made to the signature, click on save on the following window. Repeat the procedure to alter any of the signature information.



## Using a signature

At the top of the message composition window, there are various icons in the message toolbar. By clicking on the signature button, a menu of signature options are displayed. Highlight the desired option (for Windows) and check the desired option (for Macintosh).



*Note: The signature text is not displayed on your screen at the end of the messages, but the recipients will see it.*

## Sending and Receiving Files as Attachments

Eudora can attach formatted files - an Excel spreadsheet or a Word file, for example - to mail messages quickly and easily. Eudora will automatically encode the file into a format that can be sent with the message.

### To attach a file to a message:

1. Select **Message | Attach File** (for Windows) and **Message | Attach Document...** (for Macintosh) or click on the toolbar button.
2. In the window that appears, find the file to attach and select it.
3. After selecting the file, Eudora will list the file with its location in the Attachments: field. The attached file functions like a "rider" to the e-mail message. It does not appear within the message text.
4. To ensure that Eudora converts the file correctly, specify how the document should be encoded when it is sent. This will eliminate any possible error the recipient may encounter with the file. Select the appropriate icon for the encoding types described below.



### Use:

**MIME (AppleDouble)** when the recipient is using a MIME-capable mail program (MIME stands for Multipurpose Internet Mail Extensions, which is an emerging set of standards for sending various types of data through electronic mail.)



**BinHex** when the recipient is using Eudora 1.3 or older, or one of many

other mail programs (e.g., QuickMail or NUPop). This is also an acceptable encoding type for Macintosh users.

**Uuencode (Data Fork)** when the recipient is using an older PC or UNIX systems.

5. Finally, include at least one line in the actual text of the message letting the recipient know that a file is attached. Include the format of the file (Word 97, Excel 5.0, etc...) and the type of encoding. This helps the recipient identify any immediate problems with the attachment.

### **Receiving an attachment:**

If Eudora discovers an attachment while downloading new mail, the attachment will be automatically converted and saved to the attachment folder of the Eudora directory. Inside the actual mail message, Eudora will include one line stating that the attachment was converted and the location where it was saved.

## **Creating a Recipient List**

A recipient list is a feature of Eudora that stores e-mail addresses for quick access. Under the **Message** menu are the commands used to send mail, reply to mail, etc. Below this first list is another group of the same items, but with a right arrow at the end of each item. Selecting from the second grouping of commands will cause a list containing e-mail addresses to appear. For now it should be empty. To add a recipient to this list, highlight an e-mail address and choose **Special | Add as Recipient** (for Windows) and **Special | Make Address Book Entry** (for Macintosh).

Any addresses that have been stored in the recipient list will be available in the second grouping of commands in the **Message** menu. Select the command and the proper e-mail address to quickly start mailing messages.

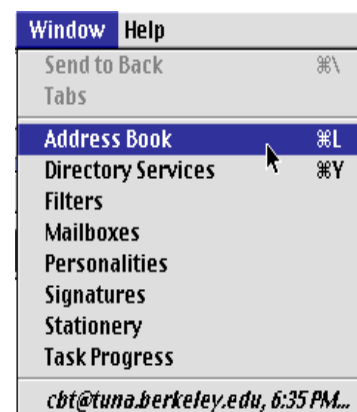
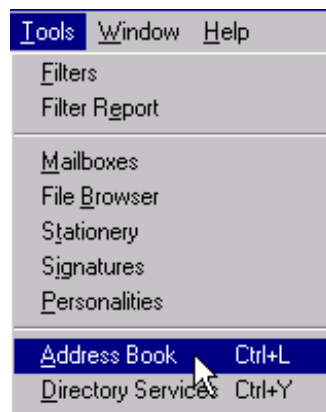


## Creating Nicknames/Aliases

Eudora supports nicknames, or aliases as they are called in UNIX mail. This feature associates user-defined names to an e-mail address or multiple addresses. When composing messages, the user-defined name can be used instead of the actual e-mail address. Eudora will automatically substitute the address when the mail is sent. For example, instead of typing an e-mail address like `calpact@tuna.berkeley.edu` each time to send that person a message, a nickname called "CAL PACT" can be created. This feature is especially useful for e-mail addresses that are long or hard to remember.

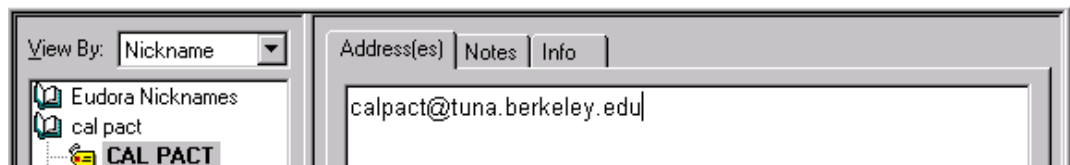
### Creating a Nickname

1. Select **Tools | Nickname** (for Windows). Select **Windows | Address book** (for Macintosh).



2. When the Nicknames window appears, click on the "New" button. The following dialog box will appear prompting for the name of the new nickname. In this example, a nickname "CAL PACT" will be created for the account "calpact@tuna.berkeley.edu." To have this nickname appear on the Quick Recipient list, check "Put it on the recipient list." Finally, click OK.

- 3.. The new nickname is displayed in the Nickname: field of the window and the insertion point is placed in the Address(es) field. Type in the full e-mail address (in this case `calpact@tuna.berkeley.edu`). To create a nickname for multiple addresses, enter in all of the e-mail addresses separated by a comma or a space.



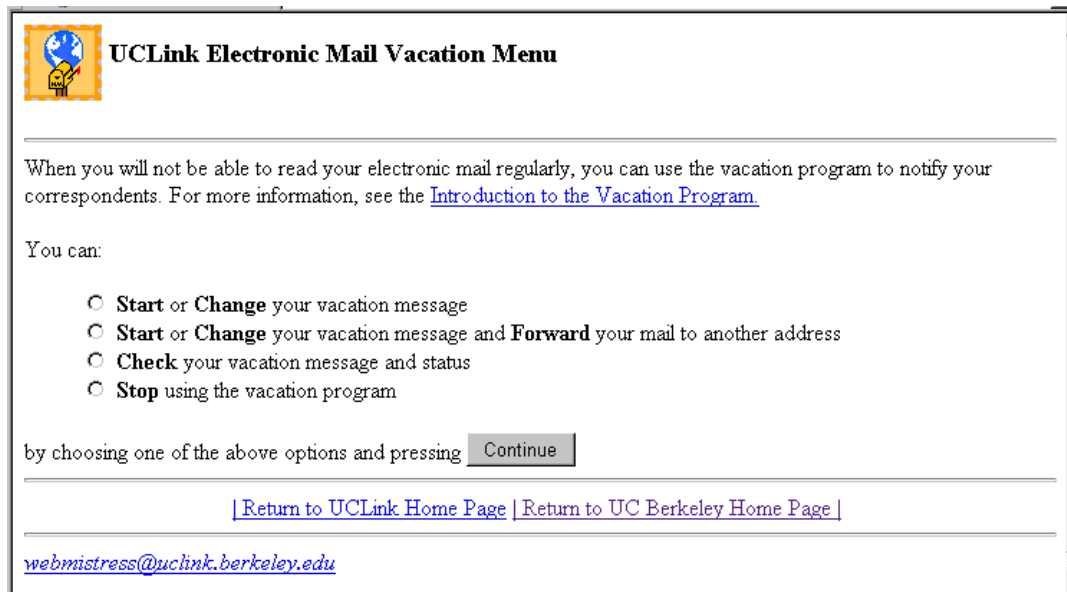
4. Close the dialog box and save the changes. Once the nickname is saved, type the nickname instead of the full address and Eudora will automatically substitute the address when the mail is sent.


There is an alternate method of creating nicknames. In any mailbox, click on a message or highlight one or more addresses. Select **Special | Make Nickname** and enter the name of the nickname.

## Creating a Vacation Message (UCLink accounts only)

A vacation message is an automatic e-mail reply to messages sent to your account. Vacation messages are set on the World Wide Web using Netscape 2.0 (or higher) or any similar internet browser. In the browser's location box enter this address:

<http://bilink.berkeley.edu:8000/menu.vac.html>



 **UCLink Electronic Mail Vacation Menu**

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When you will not be able to read your electronic mail regularly, you can use the vacation program to notify your correspondents. For more information, see the [Introduction to the Vacation Program](#).

You can:

- Start** or **Change** your vacation message
- Start** or **Change** your vacation message and **Forward** your mail to another address
- Check** your vacation message and status
- Stop** using the vacation program

by choosing one of the above options and pressing

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[Return to UCLink Home Page](#) | [Return to UC Berkeley Home Page](#) |

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[webmistress@uclink.berkeley.edu](mailto:webmistress@uclink.berkeley.edu)

When a website entitled **UCLink Electronic Mail Vacation Menu** appears read the necessary information. Click in the radio button that specifies the choice (in this case it would be **Start or Change vacation message**) and click on *Continue*.

Enter the proper information on the following pages to verify the account information. Finally, type in the vacation message that will be sent as an automatic reply to e-mail received while on vacation. An example of a typical vacation message is included at the bottom of the webpage.

After completing the message, submit the information. The screen that appears will verify that the procedure was completed. Remember to return to this page and stop vacation messaging when you return. If not, this message will be continually sent.

## Filters

Filters are a feature that automatically sorts outgoing and incoming messages by headings, subject, cc's , and a host of other variables. Multiple filters can be established using user defined parameters.

1. Select **Tools | Filters** (for Windows) or **Special | Make Filter...** (for Macintosh) and click on New to begin a filter.

For Windows:

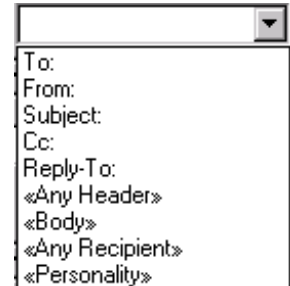


For Macintosh:



2. Select any combination of the Match options: Incoming, Outgoing, or Manual. Selecting manual will cause the filter to be invoked only when **Special | Filter Messages** is selected.

3. In the header box select the header field to use in the filter. The most common headers used are Subject: and From:, however, Eudora offers other categories by which to filter messages. For Macintosh, select the **Add Details** button for other options.

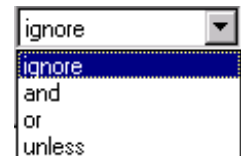


4. After selecting the header, select the match option and enter the keywords for the header.

Each filter can use two sorting criteria to identify mail. To set a second criteria enter the proper information in the fields. To link the two criteria, one of the following options must be chosen.

**Ignore** This will **ignore** the second search criteria.

**And** This will enable the second criteria and filter mail that matches both criteria.



**Or** This will enable the second criteria and filter mail that matches either criteria.

**Unless** This will select the first criterion **unless** a message matches the second criteria.

5. After defining the Match criteria, the Action fields must be set.

- To automatically change the subject of the mail, enter the new subject name in the Make Subject: field.

- To change the color label of the message, click once in the label field and a listing of colors will appear. Select the desired label color.



- Automatically raise or lower the priority of filtered mail by selecting one of the radio buttons.

- To automatically transfer filtered mail to a different mailbox, check the Transfer to: box and select an existing mailbox or create a new one by selecting **New**.